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|---|--------------------------------------|---|--|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |                                      | 1. CONTRACT ID CODE                                       | PAGE OF PAGES  |
| 2. AMENDMENT/MODIFICATION NO.<br><b>PR-HQ-04-10386/0001</b>   | 3. EFFECTIVE DATE<br><b>04/16/04</b> | 4. REQUISITION/PURCHASE REQ. NO.<br><b>PR-HQ-04-10386</b> | 5. PROJECT NO. (If applicable)                             |
| 6. ISSUED BY<br><b>Environmental Protection Agency<br/>Bid and Proposal Room, Ariel Rios Building (3802R)<br/>1200 Pennsylvania Avenue, N.W.<br/>Washington, DC 20460</b> |                                      | 7. ADMINISTERED BY (If other than item 6) CODE            |  |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)   |                                      | (✓)   | 9A. AMENDMENT OF SOLICITATION NO.<br><b>PR-HQ-04-10386</b> |
|   |                                      | ✓   | 9B. DATED (SEE ITEM 11)<br><b>04/01/04</b>                 |
|   |                                      |   | 10A. MODIFICATION OF CONTRACT/ORDER NO.                    |
|   |                                      |   | 10B. DATED (SEE ITEM 13)                                   |
| CODE  | FACILITY CODE                        |   |  |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

|     |   |
|-----|---|
| (✓) | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A   |
|     | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
|     | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |
|     | D. OTHER (Specify type of modification and authority)   |

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this amendment is to amend Solicitation PR-HQ-04-10386.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|   |                  |   |                  |
|---|------------------|---|------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print)                           |                  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br><b>ROSITA Y. ROBINSON</b> |                  |
| 15B. CONTRACTOR/OFFEROR<br><br>(Signature of person authorized to sign) | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA<br><br>(Signature of Contracting Officer)                 | 16C. DATE SIGNED |

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PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

1. The Section **H.7** clause entitled "**OPTION TO EXTEND THE TERM OF THE CONTRACT--COST-TYPE CONTRACT (EPAAR 1552.217-71) (APR 1984) DEVIATION**" has been modified. The text is as follows:

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

| <u>Period</u> | <u>Level of Effort*</u> |
|---------------|-------------------------|
| Base          | 12,500 Hours            |
| Option I      | 12,500 Hours            |
| Option II     | 5,000 Hours             |

\* For each contract awarded

2. The Section **L.24** clause entitled "**INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS (EPAAR 1552.215-72) (AUG 1999)**" has been modified. The text is as follows:

Offerors shall submit their offers in 2 binders as follows:

**Binder 1 (1 Original and 7 Copies) -**

- |                            |   |
|----------------------------|---|
| 1. Technical Proposal      | <i>See Section M - Evaluation Criteria, the Section L Provisions entitled, "Past Performance Information" and "Instructions for the Preparation of Technical Proposals"</i> |
| 2. Quality Management Plan | <i>See the Section L Provision entitled, "Submission of a Quality Management Plan"</i>  |

**Binder 2 (1 Original and 1 Copy) -**

- |                              |   |
|------------------------------|---|
| 1. Cost Proposal             | <i>See Section L Provision entitled "Instructions for the Preparation of Cost Proposals"</i>                                  |
| 2. Reps. And Certs.          | <i>Section K</i>  |
| 3. Conflict of Interest Plan | <i>See the Section L Provisions entitled "Submission of Organizational Conflict of Interest," "Organizational Conflict of</i> |

*Interest," and "Organizational Conflict of Interest Notification "*

4. Small Business Subcontracting Plan See the Section I Provision entitled " Small Business Subcontracting Plan"

**3. The Section L.21 clause entitled "Quality Assurance (QA) Management Plan" has been modified. The text is as follows:**

Each offeror, as a separate and identifiable part of its technical proposal, *not to be included in the 100 typewritten page limitation*, shall submit a Quality Assurance (QA) Management plan setting forth the offeror's capability for quality assurance.

**4. The Section L.24 clause entitled "Instructions for the Preparation of Technical Proposals" has been modified. The text is as follows:**

**1. Length-** The maximum length of the written technical proposals shall be limited to 100 typewritten pages (50 double-sided pages; anything in excess of 100 typewritten pages will not be considered) on 8 ½ x 11" paper, using no less than 10 point character size, and no less than 3/4" for all margins on all sides. The following items are excluded from the above stated page limitation: *Quality Assurance Management Plan, Conflict of Interest (COI) plan*, letters of transmittal, cover page, and dividers. Resumes are excluded from the above 100 page limitation, but are limited to two (2) typewritten pages per individual. Foldout pages are considered as the total number of 8 ½ x 11" pages or fractions of pages they fit. Offerors are strongly encouraged to be succinct, clear, and concise in writing the proposal and adhering to the page limitation. "Bulletized" or outline formats are welcomed where appropriate.

|  |  |
|--|--|
| Name of Individual:  | Firm Affiliation:  |
| Job title & Percent Availability:  | Office Location:   |
| SOW Task Area(s)/Personnel Category for Which Individual is Proposed:  | Relevant Years of Experience in Comparable SOW Task Area(s): |
| List up to 5 relevant projects/contracts in which individual has served as a primary contributor; describe role individual had in each project (eg., project manager, task leader, principal investigator) |  |
| List up to 4 relevant publications/documents authored or co-authored   |  |

Relevant special knowledge (eg. software packages, database tools, programming skills, foreign languages) and/or professional licenses/accreditations:

NOTE:

**Office Locations** should refer to the location where the individual normally works.

**Relevant Project/Contracts** should include start/finish dates of the project and the individual's involvement. Relevant experience in projects/contracts performed outside the corporate experience should be explained in the individual's detailed resume.

Please ensure that all information submitted for each individual is accurate.

**4. Past Performance**—Offerors shall provide the past performance as required by EPAAR clause 1552.215-75 entitled "Past Performance Information," contained in Section L of this solicitation.

The offeror shall complete the top portion of the Past Performance Questionnaire included in Attachment 3, Past Performance Information, to this solicitation for at least *three (3) contracts* and/or subcontracts completed in the past three years, and all contracts or subcontracts that are currently in process, which are similar and relevant in nature to this requirement. Offerors should submit one form directly to each client or reference utilizing the client authorization letter included in Attachment 3, Past Performance Information to this solicitation. The offeror shall request that the reference complete the questionnaire and forward it to the Contract Specialist either via email to [britt.carole@epa.gov](mailto:britt.carole@epa.gov), or to the following U.S. Postal Address no later than the proposal due date:

U.S. Environmental Protection Agency  
ATTN: Carole Britt (3803R)  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460

5. The Section **M.6** clause entitled "**Responsibility Determination-- Quality Management Plan**" has been modified. The text is as follows:

**Quality Management Plan - Acceptable/Unacceptable**

Offerors will be evaluated on their Quality Management Plan as either acceptable or unacceptable in terms of the offerors' responsibility. The plan will be evaluated on the following:

(a) Policy concerning the organization's commitment to implement a Quality Control/Quality Assurance program to assure generation of measurement data of adequate quality to meet the requirements of the Statement of Work.

(b) An organizational chart showing the position of a QA function or person within the organization and the relative independence of the functional groups

which generate measurement data.

(c) Clarity of delineation of the authority and responsibilities of the QA function or person and the related data quality responsibilities of other functional groups of the organization.

(d) The type and degree of experience in developing and applying Quality Control/Quality Assurance procedures to the tasks contained in the statement of work.

(e) The background and experience of the proposed personnel relevant to accomplish the tasks described in the Statement of Work.

(f) *The offeror's general approach for accomplishing the QA specifications in the Statement of Work.*

6. Attachment 1 entitled "**STATEMENT OF WORK--TECHNICAL SUPPORT SERVICES FOR THE OFFICE OF COMPLIANCE**" has been modified. The text is as follows:

**F. Outreach**

1. Compliance Assistance

The Contractor shall provide support to EPA's outreach activities. These activities may be the result of analysis performed in the problem identification and baseline development phase. The mission of the sector-based outreach activities is to clearly focus the presentation communication of environmental requirements to the regulated community and to deliver clear, concise, industry-specific technical and regulatory information to states, regions, the regulated community, and the public. This communication shall include information about EPA programs, products produced through partnering with outside organizations, and materials developed by other organizations. The communication shall require multi-media and multi-disciplinary support of EPA's compliance assistance and sector-based outreach. The Contractor shall:

a. Develop and/or update materials for use by OC's Compliance

Assistance Centers ([www.assistancecenters.net](http://www.assistancecenters.net)) and Clearinghouse ([www.epa.gov/clearinghouse](http://www.epa.gov/clearinghouse)). Each Center addresses the real world issues faced by a specific industry or government sector. The Centers deliver information in many forms: Internet Web sites, telephone assistance lines, fax-back systems and email discussion groups. The Centers help entities understand the environmental requirements and show how to save money by preventing pollution initially. The Clearinghouse provides a searchable website which provides links to compliance assistance documents developed by EPA, states, and other assistance providers.

b. Develop or expand OC Compliance Assistance Centers and the National Environmental Compliance Assistance Clearinghouse;

- c. Develop publications for outreach about EPA programs including compliance and sector information. These programs may include the Environmental Leadership Program, Common Sense Initiative, Assistance Centers, Compliance Incentives Policy, the Self-Auditing Policy, Small Business and Small Community;
- d. Review and edit existing documents to make them available to the public through Internet sites and EPA Web Servers;
- e. Load EPA outreach materials and documents onto the EPA Intranet; update OC home pages and documents already on EPA Web Servers;
- f. Develop marketing plans for compliance assistance on a sector, environmental problem, or other basis. This marketing plan should include the development of outreach strategies and outcome measures and measures of effectiveness which support at a minimum, EPA's 2003 - 2008 Strategic Plan, Goal 5 Compliance and Environmental Stewardship. The measures should also help test the progress towards the other four goals of the Agency (Clean Air and Global Climate Change, Clean and Safe Water, Land Preservation and Restoration, and Healthy Communities and Ecosystems);
- g. Provide EPA outreach materials and documents to Hotlines;
- h. Provide support to EPA in development of Hotlines;
- i. Develop scripts and provide access to production facilities and actors to produce video presentations, interactive videos and CD's, dealing with compliance assurance for training outreach;
- j. Provide publicity or other incentives for participation in compliance assistance activities;
- k. Provide access to compliance assistance experts;
- l. Provide support at public meetings.

## 2. Compliance Monitoring

- a. The Contractor shall perform assorted analytical, review, or investigative tasks to ensure compliance with enforcement actions, enforcement agreements, enforcement orders, and permit and reporting requirements across the statutory and regulatory requirements.
- b. The Contractor shall provide multi-disciplinary and multi-media support in the performance of: Environmental Management Systems (EMS) audits, multi-media compliance inspections and audits, and Good Laboratory Practice inspections and audits. To perform these tasks, the Contractor shall have knowledge of the following as they relate to Good Lab practice and EMS audits and

inspections:

- i. The process operations to be audited including the environmental, toxicological, and chemical fate/characterization/analysis issues likely to be associated with the processes, chemical testing, and related management issues;
- ii. Applicable environmental laws, regulations, and related documents;
- iii. Environmental and facility management systems and standards;
- iv. Audit practices, processes, and techniques;
- v. Technical, scientific, and legal terms and concepts; and
- vi. Environmental science and technology.